



**Town of Arlington, Massachusetts**  
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## Minutes 12/03/2009

### Capital Planning Committee Meeting Minutes December 3, 2009

In attendance were:

Steve Andrew  
 John FitzMaurice  
 Charles Foscett, Chairman  
 Nancy Galkowski  
 Steve Gilligan  
 Diane Johnson  
 Ruth Lewis  
 Anthony Lionetta  
 Barbara Thornton

\* Denotes those not in attendance

- **Meeting Opened:** Charlie Foscett called the meeting to order. The meeting memorandum of November 12 was reviewed and approved. Nancy Galkowski handed out information packets to the Committee.
- **Capital Balances:** Nancy Galkowski provided a copy of the Capital Balance Report with comments on the status of the various items. Charlie Foscett requested that Nancy Galkowski provide a summary statement on unused, unneeded balances at the next meeting. Of interest are sums that are left over or are for items that are no longer needed.
- **Fire Department Requests:** John FitzMaurice and Diane Johnson reported on Fire Department requests (written report provided). Highlighted comments by the CPC included the following:
  - Building Requests for higher sums for the Highland Station are a problem. Where does the Permanent Town Building Committee (PTBC) account for the \$200k already approved for temporary facilities? Does the Repair Request reduce the Rebuild Request? If so how much? The cost for the Station seems excessive at \$500/sf vs. \$300/sf (industry figure)

It is the consensus of the CPC that these additional funds do not exist. It was decided to ask members of the PTBC to attend a CPC meeting to discuss the lack of funds.

  - Replacement of the Fire Alarm System should have a higher priority than the 5 assigned.
  - Request for the Central Fire Station Plans should stay at \$320k in that \$200k was previously taken from the Park Circle Station fund balance for this purpose.

- Request for the Fire Chief Vehicle can be reduced from \$35k to \$10k, if the balance of \$25k from the ambulance request can be used. Town Manager is requiring hybrid vehicles. (there are various grants available to Town's that go green) The current vehicle will be handed down and the oldest vehicle in the fleet of four will be retired.
- Central Station is a renovation not a reconstruction request.
- Key issues to be addressed are
  - Excessive building costs.
  - Information on worker's comp benefits to support requested exercise equipment.
  - Need information on the useful life and use of the various replacement equipment requested.
  - Need tabular inventory of Fire Department Vehicles ( age & mileage included)
- **School Department Requests:** Barbara Thornton presented a report on School Department Requests. (written report provided). Highlighted comments / questions are as follows:
  - Request for Custodial Pick up Truck appears to be redundant with a request made by Public Works for a truck for the Schools. One or the other should be deleted.
  - Photocopier request has been increase from \$84k/year to \$145k/yr. Justification required.
  - A five year financial plan is needed for the SPED program. This has been requested by the CPC in the past but not provided. Savings need to be documented.
  - Chiller for Pierce School is not recommended.
  - Some of the capital items will reduce operating costs.
- **Stratton School Meeting:** Charlie Foskett reported on a meeting he attended at which the Stratton School Renovations were discussed. It now appears that the renovations can be phased and that major ADA compliance modifications will not be required. Financial analysis suggests that \$2.5 million can be provided by applying the annual sum from the Capital Plan to pay the debt.
- **Maintenance Fund:** Barbara Thornton noted her draft of a suggested CPC policy statement on Facility Maintenance Planning. This has been provided to all members and will be discussed at a future meeting.
- **Next Meeting: THURSDAY December 10 at 5PM.**

**Adjournment 7:10 PM**